

November 20, 2013

The Board of Commissioners held its regular meeting November 20, 2013 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. VFW Update, Discussion and Possible Approval of Offer**
- 4. Executive Session:** The Board may vote to meet in executive session, pursuant to R.I. Gen. Laws § 42-46-5(a)(5), to discuss the possible acquisition of the VFW building, 406 Hunt Street, by the City of Central Falls.
- 5. Approval of Minutes of Previous Meeting of October 30, 2013**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 8. Laundry Services – Tenant Association Utilities/Maintenance Fees**
- 9. Adjournment**

The meeting was called to order at 5:40pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	
Gladys Burns, Vice Chairperson	
Julio Castillo, Commissioner	
Lucia DaGamma-Therriault, Commissioner	
Paul Charette, Commissioner	
Tina Sullivan, Executive Director	
Paula Llera-Delgado, Executive Administrative Assistant	

Others in attendance

- Steven C. Larrick, Director of Planning**
- Joshua Giraldo, Director of Parks & Recreation**
- Denis Constantineau, Wilfrid Manor Tenant**

VFW Update, Discussion and Possible Approval of Offer:

Chairman Flynn asked that Steven C. Larrick, Director of Planning, and Joshua Giraldo, Director of Parks & Recreation from the City Hall explain the proposal/ideas that are being presented to the board in regards to the VFW Hall.

The Board unanimously voted to meet in executive session, pursuant to R.I. Gen. Laws § 42-46-5(a)(5), to discuss the possible acquisition of the VFW building, 406 Hunt Street, by the City of Central Falls.

Executive Session:

Chairman Flynn asked for a motion to enter into executive session at 6:00pm to discuss possible acquisition of the VFW building, 406 Hunt Street, by the City of Central Falls. Motion made by Commissioner Castillo to enter into executive session, the motion was seconded by Commissioner Charette.

Chairman Flynn asked for a motion to exit the executive session, and to close and seal the minutes of the executive session at 6:25pm. Motion made by Commissioner DaGamma-Therriault to exit out of executive session, close and seal the minutes of the session, the

motion was seconded by Vice Chairperson Burns.

Chairman Flynn asked for a motion to enter into regular session at 6:26pm. A motion was made by Commissioner DaGamma-Therriault to enter into regular session; the motion was seconded by Vice Chairperson Burns.

Public Comment: Chairman Flynn asked for a motion to amend the Agenda adding Public Comment as line item 5. A motion was made by Commissioner Castillo to amend the agenda and add Public Comments as a line item; the motion was seconded by Commissioner Charette, and passed by all.

Chairman Flynn asked if there were any public comment. Wilfrid Manor tenant Denis Constantineau asked the status of the VFW Post, and also if the building was going to be demolished. Chairman Flynn stated that there are no demolition plans as of right now, and that the board has not made any final decisions with the property.

Approval of Minutes:

Approval of Minutes of Previous Meeting of October 30, 2013

Chairman Flynn asked if there were any questions or concerns

regarding the minutes of 10/30/2013.

There being no questions or concerns a motion was made by Commissioner Charette to approve the meeting minutes of 10/30/2013, the motion was seconded by Commissioner DaGamma-Therriault and carried by all present.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Section 8:

The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time. The Section 8 department is preparing for its annual SEMAP (Section 8 Management Assessment Program) submissions due 11/30/2013

Section 8 Currently there are 143 individuals on the Section 8 waitlist. The Authority will deplete the list before opening it up to the public so those that have been on the list for years will have the opportunity to receive assistance.

Public Housing:

Unit Turnover – Unit turn over average from 8-2013 to date is as follows:

Forand Manor – 6 days

Wilfrid Manor – 25 days

Year to Date

Forand Manor – 6 days

Wilfrid Manor – 25 days

Fiscal Year 10/31/13

Both Buildings Average 8.4

No infestation issues reported.

Annex elevator has been down since 11/8/13, this is a major mechanical issue. The part is on order and it should be up and running by 11/13/13.

The security issues with tenant, mentioned at prior month's board meeting, have been resolved. Tenant moved out without incident.

Resident Services:

Health, wellness and education speakers are consistent including blood pressure screenings monthly at both buildings, a “weight watchers” group weekly at Forand and a URI SNAP nutrition class weekly (six week program) along with the healthy heart programs at both buildings.

The tenants continue to work with the school with various functions. The Authority in conjunction with the tenants will be planning an international food night in order to building tenant relations throughout the developments.

Miscellaneous

The Executive Director continues to work with the City to assist them with developing a plan to provide services to the elderly residents in Central Falls. A survey was developed and sent out to all residents. Based on this survey the City will be providing arts and crafts as well as day trips to the residents are out developments.

The Executive Director is currently developing a Safety and Security Plan. Once completed, the plan will be forwarded to the local police and fire departments for their review and approval. This plan is expected to be completed by 12/31/13.

The Executive Director provided the Board with a list of upcoming

conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner DaGamma-Therriault to accept the Executive Summary, seconded by Commissioner Charette and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors.

Wilfrid Manor

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. The project should begin winter 2013.

DVR Replacements, and Phone/Intercom System was completed in September

The replacement of the Heat Boilers/Hot Water Boilers at Wilfrid

Manor was completed.

Forand Manor

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. The project should begin fall 2013.

Phone/Intercom system was completed August 12, 2013

The project for Balcony Repairs began November and should be completed within 3 weeks.

Executive Office Door System/Main Office Door project will begin in approximately 2-3 weeks.

Executive Office Window Tinting project will begin in approximately 2-3 weeks.

Forand Annex

No projects at this current time.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve. Commissioner DaGamma-Therriault made a motion to accept the consent agenda, seconded by Commissioner Charette and passed by all.

Laundry Services – Tenant Association Utilities/Maintenance Fees

This line item was tabled until a special meeting is planned to discuss in Executive Session. Chairman Flynn asked for a motion to table line item detailing Laundry Services until a special meeting could be planned to discuss in Executive Session. A motion was made by Commissioner Castillo to table the line item, and seconded by Commissioner Charette, and passed by all present.

There being no further business, questions or concerns to come

before the board, a motion was made by Da-Gamma-Therriault and seconded by Vice Chairperson Burns to adjourn the meeting at 6:35pm. The motion was carried by all.